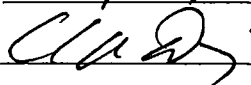
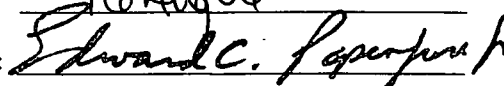


Town Of Berlin Records Retention and Disposal Schedule		Schedule #: M-209
		Page 1 of 1
Department: Berlin Police Department		Division/Type Police Department Grants Section
Item #	Description	Retention
1	Grants-Federal/State/County Contain: Proposal, Budget, Awards, Dollar Amounts, Quarterly Reports/Activity/Financial, productivity sheets, correspondence, work activity sheet, Purchase Orders, progress financial status reports	Retain for Life of the Grants plus 10 years, then destroy
Approved by Department, Agency, or Division Representative Date: <u>July 10, 2006</u> Signature: <u></u> Name: Arnold R. Downing Title: Chief of Police		Schedule Authorized by State Archivists Date: <u>16 Aug 06</u> Signature: <u></u> Name: <u>Edward C. Papenfuss</u>